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BOARD OF COMMISSIONERS MEETING AGENDA

Town of Swansboro

Monday, February 22, 2021

Board Members

John Davis, Mayor | Frank Tursi, Mayor Pro Tem | Pat Turner, Commissioner
Harry PJ Pugliese, Commissioner | Larry Philpott, Commissioner | Laurent Meilleur, Commissioner

*Zoom Link: First Meeting of the month: <https://us02web.zoom.us/j/82680161743>

Second Meeting of the month: <https://us02web.zoom.us/j/86147603054>

I. Call to Order/Opening Prayer/Pledge

Mayor John Davis

II. Public Comment

Citizens have an opportunity to address the Board for no more than three minutes per speaker regarding items listed on the agenda.

There is a second opportunity at the end of the agenda for the public to address the Board on items not listed on the agenda.

III. Adoption of Agenda and Consent Items

Board of Commissioners

The Town Clerk respectfully submits to the Board, the Regular Agenda and the below consent items, which are considered to be of general agreement and little or no controversy. These items may be voted on as a single group without Board discussion "or" if so desired, the Board may request to remove any item(s) from the consent agenda and placed for consideration separately.

Consent Items:

Meeting Minutes

February 8, 2021 Regular Meeting Minutes

IV. Appointments/Recognitions/Presentations – None Scheduled

V. Public Hearing – None Scheduled

VI. Business Non-Consent

a. Downtown Traffic Analysis

Jeff Hochanadel
Timmons Group/
Chris Seaberg
Manager

The November 2018 version of this plan had some recommendations that the Board was not comfortable moving forward with. A review meeting with the contractor, The

Timmons Group, took place on March 9, 2020 with updated Board requirements. Those adjustments were later vetted through NC Department of Transportation in June of 2020, to which they saw no conflicts on the changes.

Action Needed: Motion to approve the plan as amended and provide instructions as to how staff should move forward on implementation.

b. Southeastern NC Regional Hazard Mitigation Plan

Jennifer Ansell
Planner

To reduce the Nation's mounting natural disaster losses, the U.S. Congress passed the Disaster Mitigation Act of 2000 (DMA 2000). The act emphasizes the need for state, local and Tribal government entities to closely coordinate on mitigation planning activities and makes the development of a hazard mitigation plan a specific eligibility requirement for any local or Tribal government applying for federal mitigation grant funds. In short, if a jurisdiction is not covered by an approved mitigation plan, it will not be eligible for mitigation grant funds.

The purposes of the Southeastern NC Regional Hazard Mitigation Plan are to update the existing plan to demonstrate progress and reflect current conditions; integrate Onslow County and the municipalities in the County into the Southeastern NC Regional Hazard Mitigation Plan (as we previously participated in a county-wide plan); increase public awareness and education; maintain grant eligibility for participating jurisdictions; update the plan in accordance with Community Rating System (CRS) requirements, where applicable; and maintain compliance with state and federal legislative requirements for local hazard mitigation plans. The current Plan expires on April 25, 2021

Action Needed: Motion to approve Resolution 2021-R1 to adopt the Southeastern North Carolina Regional Hazard Mitigation Plan

c. 401K Increased Contribution Match Consideration

Chris Seaberg
Manager

At the Board's January 11, 2021 regular meeting, support was expressed to increase the Town's 401K contribution match from

1% up to 3% for general employees. Currently, there are 11 fulltime employees participating in the program. As part of the discussions, Board members also inquired as to the number of current participants and the potential cost if the Town saw 100% participation.

Action Needed: Discuss and instruct staff on 401K match. If increase approved, amount could be added to Budget Amendment 2021-5.

d. Budget Amendment 2021-5 Multiple Departments

Sonia Johnson
Finance Director

1. Non-Departmental - \$28,041 for Public Works Capital installment set aside for future purchase of a Tundra \$12,500, GMC Sierra \$9,375, and \$6,166 for a Ventrac multiple-purpose unit. Source of Funds: Appropriated Fund Balance

2. Fire Department - \$26,000 for one full time position for the remainder of FY 20/21 and \$60,000 set aside for a Ladder Truck purchase in a future year.

Source of Funds: Appropriated Fund Balance

3. Public Buildings - Re-appropriate \$15,411 for floor installation at the Fire Department. Funds were encumbered in FY 19/20; however, not expended prior to the end of the fiscal year.

Source of Funds: Appropriated Fund Balance

Action Needed: Motion to approve Ordinance Amendment 2021-5

e. Financial Report - January 2021

Sonia Johnson
Finance Director

Action Needed: Receive Report

f. Future Agenda Items

Paula Webb
Asst Manager/Clerk

The purpose of this memo is to provide the Board with matters that staff anticipates/proposes for upcoming meetings. It should be noted that these items are tentatively scheduled for the specified monthly agenda but are subject to change due to preparation of materials, public notice requirements, etc. An opportunity is available for the Board to introduce items of interest and subsequent direction for placement on future

agendas, which will allow staff the opportunity to plan accordingly.

[Action Needed:](#) Provide direction/introduction on future agenda items

VII. Items Moved from Consent

VIII. Public Comment

Citizens have an opportunity to address the Board for no more than five minutes regarding items not listed on the Agenda.

IX. Manager's Report/Comments

Manager's Brief

Departments Report - January 2021

Chris Seaberg

Town Manager

X. Board Comments

Board of Commissioners

XI. Closed Session

Board of Commissioners

[Action Needed:](#) Motion to enter Closed Session pursuant to NCGS 143-318.11 (a) (6) to review Manager and Assistant Manager Evaluations

XII. Adjournment

Board of Commissioners

**Town of Swansboro
Board of Commissioners
February 8, 2021 Regular Meeting**

In attendance: Mayor John Davis, Mayor Pro Tem Frank Tursi, Commissioner Pat Turner, Commissioner Harry PJ Pugliese, Commissioner Larry Philpott, and Commissioner Laurent Meilleur. It was noted that the Board had returned to remote meetings through the ZOOM platform as allowed by NCGS 166A-19. Governor Cooper had declared a state of emergency due to the COVID-19 Pandemic in March 2020 and it remained in effect.

Call to Order/Opening Prayer

The meeting was called to order at 5:30 pm. Mayor Davis gave the invocation.

Public Comment

Citizens were offered an opportunity to address the Board regarding items listed on the agenda. No comments were given.

Adoption of Agenda

Mayor Davis noted that a Closed Session would be added at the end of the meeting pursuant to NCGS 143-318.11 (a) (3) to consult with the attorney under attorney/client privilege for updates on the skatepark litigation.

On a motion by Commissioner Philpott, seconded by Commissioner Turner, the Agenda and Consent Items below was unanimously approved.

Meeting Minutes – 1/11/2021 Regular Meeting

Tax Refunds totaling \$ \$525.40.

Ad Valorem Tax

Scott Brian James	\$96.32	City taxes paid in error
Barber Ronald Wayne	\$12.12	City taxes charged in error

Vehicle Tax

Shaw, James Edwin	\$62.94	Tag Surrender
White, Rennie Dawson Jr & White, Susan Anderson	\$27.80	Tag Surrender
Dillenbeck, Matthew Stoner & Frantz, Lindsay Ann	\$208.01	Military
Lytle, Nellie Guin	\$14.02	Tag Surrender
Gormley, Cody Glen	\$104.19	Military

Presentation

Grant Update/Discussion/Opportunities – Manager Seaberg gave a presentation updating the Board on current grants the Town had secured, those pending award and shared other resources for future grants. (*Reference Meeting PPT attached to these minutes.*) An update would be forthcoming every couple of months as action occurred.

Dockwalk Phase II – Mayor Davis thanked Randy Swanson for assisting in making this project possible. Mr. Swanson asked the Board to consider asked Onslow County TDA for additional funds to extend the dockwalk 85 feet into the water. Manager Seaberg would meet with Mr. Swanson on details of his request.

The Ward Shore Living Shoreline Project had been extended June 2021. There was discussion on whether any landscaping could be done to improve the appearance of the project area now. Manager Seaberg was hesitant in doing landscaping now knowing that heavy equipment would still need to enter the area to complete the project. Staff was asked to at least do some cleanup to make it look more presentable. Manager Seaberg indicated that he still needed one contractor and to finalize the contract. Remaining items for the project included removing asphalt, removing a portion of bulkhead and installation of the eco raster, which he hoped would be done by the end of March.

Stormwater Retrofits – most needed funds would be requested in FY 21/22.

Regarding the Sidewalk Site Projects – along Hammocks Beach Road, an elevated boardwalk would be required making it the most expensive of the project sites. NCDOT would install the sidewalks and the Town would be responsible for maintaining them thereafter. Mayor Pro Tem Tursi asked how the run-off would be treated, would the Town own in perpetuity?

Grant Opportunities: Mayor Pro Tursi recommended the staff meet with NC Coastal Federation Executive Director to discuss 319 funding for stormwater mapping and Water Street retrofitting to prevent influx of seawater.

The NC Public Beach/Coastal Organization may provide funding the project Mr. Swanson mentioned in lieu of asking the Onslow County TDA. Commissioner Philpott suggested improvements to the walkway under the bridge or a NC 24 crosswalk.

Other pending items:

Firefighter Grant – filling station for air packs and Safer Grant – staffing needs.

Law Enforcement Grants

In response to whether the Town had a grant strategy, Manager Seaberg indicated that the staff typically sought grants in line with Board Goals, Priorities, and instruction. Depending on the project, staff may proceed with an application if no matching funds were required. If a match was required, a request for Board support was typical before applying.

Mayor Pro Tursi believed a strategy was important but successful communities had a much larger staff than Swansboro did. He noted that the Town had been successful in its partnerships with the NC Coastal Federation and encouraged the Town to continue applications for 319 funding each year.

Commissioner Philpott also encouraged PARTF funding; perhaps the Master Plan and/or Waterfront Implementation Projects.

Business Non-Consent

Festival/Special Event Modifications 2021 - Swansboro hosts four major festivals along with many other smaller events each year. In 2020 all festivals were cancelled due to the COVID pandemic. Director Anna Stanley explained that the Parks/Rec Department planned for each festival eight to twelve months in advance. Sponsorships, vendors, entertainers, and event logistics must be planned and confirmed well in advance. Sponsorships were normally solicited from January-April, with agreements confirmed by late April. It was difficult to anticipate what the guidelines would be, and the safety of our community was the number one priority.

The Parks/Rec Department and Parks Board recommended modifications to downtown events through August 2021. Events that would be affected would include Piratefest (May), Arts by the Sea (June), and July 4th Celebration (July 4). The large in person events held downtown would be modified with themed activities to include virtual programs, scavenger hunts, vendor/sponsor spotlights, and limited participation for in person events that meet safety protocols and follow mass gathering limits.

Hybrid events were being planned throughout the state as Director Stanley had been in constant contact with other event coordinators. Piratefest camp, laser show from vehicle (FM transmitter) in lieu of July 4 fireworks, consider the fireworks for Mullet Festival depending on safety protocols at that time.

Following discussion and clarification that sponsorships were difficult to secure with the unknown restrictions through the Spring and/or if events could even be held. The Board concurred with the recommendation, but asked that they be kept abreast of plans as developed. They were appreciative of the efforts shown to keep the community active with so many restrictions in place.

Visitor's Center Renovations - At its September 28, 2020 regular meeting, the Board reviewed conceptual plans that included the addition of a shower(s) and

additional restroom at the Visitor's Center. Manager Seaberg also noted that the Swansboro TDA had expressed interest in assisting the Town to add an additional restroom.

At its January 21, 2021 meeting, Manager Seaberg shared a \$29,500 renovation quote and conceptual plans with the TDA and asked for funding to move forward. The TDA approved a motion to award \$30,000 toward the conceptual renovation with the following conditions:

- A formal motion by the Swansboro BOC supporting the renovations; and
- Adding coined laundry equipment; and
- Sending a request to the Onslow County TDA for additional funding

Assistant Manager/Clerk Webb noted that a revised renovation quote had been obtained adding the coined laundry equipment and trade work required to do such, increasing the renovation quote to \$35,600.

Other suggestions offered were keyed access for after-hour usage, a surcharge for use of the laundry equipment in lieu of coined operation, which would allow for just simple commercial equipment. There was interest in an operational plan for the office area and a suggestion that if the docks were to be fully recognized for their potential these additional items were needed. Staff would also obtain a scaled conceptual drawing. Dock rental fees should cover the cost of any additions. The Board was supportive of moving forward but asked to see the operational plan and scaled drawing.

Public comments were heard from Swansboro TDA member Scott Chadwick, who said he had asked months ago for a plan to improve the Visitor's Center. The TDA wanted to know what concept the Board supported. How would the moisture under the building be corrected? Could a business be put in office side of the building that might be willing to upkeep the restrooms? Onslow County TDA requests were due in 20 days.

Swansboro TDA Chair Randy Swanson noted the importance to protect the integrity of the building, also a plaque structure in the historic district. Consider a camera in the building hallway to deter vandalism. Boaters would use showers/laundry more at night – a keypad access would be important. He added that the docks needed to be properly managed so that we were not a burden to area marinas. With no dockmaster in place, boaters were quickly learning that they could pull in late and leave early and not have to pay. This too took money away from area marinas.

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Turner the conceptual design was endorsed by unanimous vote.

A special meeting was set for Monday, February 15th at 5:30pm to discuss a scaled, conceptual drawing of the Visitors' Center and operational plan, Board Goals/Priorities for the coming year, the Planning Board's Work Timeline, and Grant Strategies.

Budget Ordinance Amendment #2021-4 – Multiple departments required amending for FY 20/21.

Emergency Management - Church Street Dock incurred damages due to high winds and storm surge during Hurricane Isaias. Requesting \$5,000 be appropriated from fund balance. The Town was working with the state and federal agencies for the reimbursement of certain expenses. Source of Funds: Appropriated Fund Balance

Fire Department - Insurance proceeds of \$5,259.40 were received on 09/15/20 for an incident that occurred on 09/05/2020 involving a vehicle.
Source of Funds: Insurance Proceeds

On a motion by Mayor Pro Tem Tursi, seconded by Commissioner Philpott, Budget Ordinance Amendment 2021-4 was unanimously approved.

Future Agenda Items – A memo detailing proposed upcoming agenda items was reviewed and an opportunity for the Board to introduce any new items was given.

Topic Discussion – Friend of the Court/Seismic Airgun Blasting was removed, and Board members asked that the Planning Board re-gain momentum on its LUP/Zoning Charts reviews. The Downtown Traffic Movement revised draft had been provided to the Board and would be scheduled for discussion on February 22. Regarding presentations, Mayor Davis would reach out to the schools for recognition updates.

Public Comments

Citizens were offered an opportunity to address the Board regarding items not listed on the agenda. No comments were offered.

Manager's Comments

Emergency Operations Center Update – Included in the agenda packet was a memo from The Wooten Company expressing their work to date on drafting a proposal for the Town's Emergency Operations. Excerpts from that memo include:

“The first two of three facets of the planning involve structurally upgrading the current facility at 609 W Corbett Avenue to meet the standards of the 2018 NC Building Codes. To prescribe what it takes to do that requires analysis of what we are starting with: the structure you can see, and the structure below ground that holds it up...similar to the relationship of a tree to its roots.

We have reached out to Brandon Wooten at Ceko to see what they might have kept on record for the 1989 building. Likewise, we’ve spoken with Patrick Allen at Tarheel Buildings of New Bern (the Contractor who built the building). Tarheel may have something; we’re waiting to hear back.

If the as-built information is unavailable, we will determine the conditions through more intensive field exploration. Having richer information about the building at the start would allow us to do that work more economically for you. We will find out whatever needs to be found out to repair/restore your building.”

Board Comments

Commissioner Philpott referenced the Mayor’s Letter circulated last week and noted that several other people were due acknowledgement on the Wayfinding Sign project. He only strived to keep the project moving. In reference to the Emmerton School Grant Project, Ameila Dees -Killette had been instrumental in the Town receiving the grant. He also appreciated the staff keeping the Visitor’s Center clean and open during the pandemic.

Mayor Pro Tem Tursi thanked Alissa Fender for her tireless efforts in assisting the Board with the ZOOM platform and remote meetings.

Closed Session

On a motion by Commissioner Philpott, seconded by Commissioner Turner the Board entered closed session at 8:00 pm pursuant to NCGS 143-318.11 (a) (3) to consult with its attorney under attorney/client privilege.

On a motion duly made in closed session, the Board re-entered open session at 8:30 pm.

Adjournment

On a motion by Commissioner Philpott, seconded by Commissioner Turner, the meeting adjourned at 8:30pm.



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Downtown Swansboro Traffic Analysis (February 2021)**

Board Meeting Date: **February 22, 2021**

Prepared By: **Christopher D. Seaberg – Town Manager**

Overview

The November 2018 version of this plan had some recommendations that the Board was not comfortable moving forward with. With that said, a review meeting with the contractor, The Timmons Group, took place on March 9, 2020 with updated Board requirements. Those adjustments were later vetted through NC Department of Transportation in June of 2020, to which they saw no conflicts on the changes.

Recommended Action: Approve the Plan as amended and provide instructions as to how staff should move forward on implementation.

Attachments: Downtown Swansboro Traffic Analysis – February 2021 Draft
([Click here to view document](#))

Reviewed By:

Town Manager 2/16/2021
Town Clerk 2/16/2021

Finance Director _____
Town Attorney _____

Date Action Approved by Board: _____ **Action if different from Recommended:**



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Southeastern NC Regional Hazard Mitigation Plan Adoption**

Board Meeting Date: **February 22, 2021**

Prepared By: **Jennifer Ansell, Planner**

Overview: In an effort to reduce the Nation's mounting natural disaster losses, the U.S. Congress passed the Disaster Mitigation Act of 2000 (DMA 2000). The act emphasizes the need for state, local and Tribal government entities to closely coordinate on mitigation planning activities and makes the development of a hazard mitigation plan a specific eligibility requirement for any local or Tribal government applying for federal mitigation grant funds. In short, if a jurisdiction is not covered by an approved mitigation plan, it will not be eligible for mitigation grant funds.

These funds include the Hazard Mitigation Grant Program (HMGP) and the Pre-Disaster Mitigation (PDM) program, both of which are administered by the Federal Emergency Management Agency (FEMA) under the Department of Homeland Security. Communities with an adopted and federally approved hazard mitigation plan thereby become prepositioned and more apt to receive available mitigation funds before and after the next disaster strikes.

The Southeastern NC Regional Hazard Mitigation Plan has been prepared in coordination with FEMA Region IV and the North Carolina Division of Emergency Management (NCEM) to ensure that the Plan meets all applicable FEMA and state requirements for hazard mitigation plans. A Local Mitigation Plan Review Tool, found in Appendix C, provides a summary of federal and state minimum standards and notes the location where each requirement is met within the Plan. Additionally, the plan was developed in accordance with updated FEMA Region IV Review Standards.

The purposes of the Southeastern NC Regional Hazard Mitigation Plan are to update the existing plan to demonstrate progress and reflect current conditions; integrate Onslow County and the municipalities in the County into the Southeastern NC Regional Hazard Mitigation Plan (as we previously participated in a county-wide plan); increase public awareness and education; maintain grant eligibility for participating jurisdictions; update the plan in accordance with Community Rating System (CRS) requirements, where applicable; and maintain compliance with state and federal legislative requirements for local hazard mitigation plans. The current Plan expires on April 25, 2021.

Background Attachments:

Resolution 2021-R-1

Southeastern NC Regional Hazard Mitigation Plan Final Draft ([Click here to view document](#))

(Swansboro's Mitigation Action Plan is found on page 461 of the Draft Plan)

Action Needed: Motion to approve Resolution 2021-R1 to adopt the Southeastern North Carolina Regional Hazard Mitigation Plan.

Reviewed By:

Town Manager _____

Town Clerk _____

2/16/2021

Finance Director _____

Town Attorney _____

Date Action Approved by Board: _____

Action if different from Recommended: _____

**RESOLUTION 2021-R1
ADOPTING SOUTHEASTERN NC REGIONAL
HAZARD MITIGATION PLAN**

WHEREAS, the citizens and property within the Town of Swansboro are subject to the effects of natural hazards that pose threats to lives and cause damage to property; and

WHEREAS, the Town of Swansboro desires to seek ways to mitigate the impact of identified hazard risks; and

WHEREAS, the Legislature of the State of North Carolina has in Part 6, Article 21 of Chapter 143; Parts 3, 5, and 8 of Article 19 of Chapter 160A; and Article 8 of Chapter 160A of the North Carolina General Statutes, delegated to local governmental units the responsibility to adopt regulations designed to promote the public health, safety, and general welfare of its citizenry; and

WHEREAS, the Legislature of the State of North Carolina has enacted General Statute Section 166A-19.41 (State emergency assistance funds) which provides that for a state of emergency declared pursuant to G.S. 166A-19.20(a) after the deadline established by the Federal Emergency Management Agency pursuant to the Disaster Mitigation Act of 2000, P.L. 106-390, the eligible entity shall have a hazard mitigation plan approved pursuant to the Stafford Act; and.

WHEREAS, Section 322 of the Federal Disaster Mitigation Act of 2000 states that local governments must develop a Hazard Mitigation Plan in order to be eligible to receive future Hazard Mitigation Grant Program Funds and other disaster-related assistance funding and that said Plan must be updated and adopted within a five-year cycle; and

WHEREAS, the Town of Swansboro has performed a comprehensive review and evaluation of each section of the previously approved Hazard Mitigation Plan and has updated the plan as required under regulations at 44 CFR Part 201 and according to guidance issued by the Federal Emergency Management Agency and the North Carolina Division of Emergency Management.

WHEREAS, it is the intent of the Town of Swansboro Board of Commissioners to fulfill this obligation in order that the Town will be eligible for federal and state assistance in the event that a state of disaster is declared for a hazard event affecting the Town;

NOW, THEREFORE, be it resolved that the Town of Swansboro Board of Commissioners hereby:

- 1) Adopts the Southeastern NC Regional Hazard Mitigation Plan.
- 2) Agrees to take such other official action as may be reasonably necessary to carry out the proposed actions of the Plan.
- 3) Appoints Town Manager to assure that the Hazard Mitigation Plan is reviewed annually, and every five years as specified in the Plan to assure that the Plan is in compliance with all State and Federal regulations and that any needed revisions or amendments to the Plan are developed and presented to the Town of Swansboro Board of Commissioners for consideration.
- 4) Agrees to take such other official action as may be reasonably necessary to carry out the objectives of the Hazard Mitigation Plan.

Adopted this the 22nd day of February 2021.

Attest:

John Davis, Mayor

Paula W. Webb, Assistant Manager/Clerk

Certified by: _____ (SEAL) Date: _____



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **401K Increased Contribution Match Consideration**

Board Meeting Date: **February 22, 2021**

Prepared By: **Christopher D. Seaberg – Town Manager**

Overview

At this Board's January 11, 2021 regular meeting, much support was expressed in considering increasing the Town's match of 401K contributions from 1% to up to 3% for general employees. As part of the discussions, Board members also inquired as to the number of current participants and the potential cost if the Town saw 100% participation.

Results

Currently, there are 11 employees participating in this program. The cost to increase the match up to 3% for those currently participating for FY 20/21 would be \$ 4,512.97. If we included those not currently participating (11 employees) the cost for FY 20/21 would be \$7,715.41.

Recommended Action: We are requesting instructions as to how the Board wishes to proceed on this matter. If approved, amount could be added to Budget Amendment 2021-5.

Reviewed By:

Town Manager 2/17/2021
Town Clerk _____

Finance Director _____
Town Attorney _____

Date Action Approved by Board: _____ Action if different from Recommended: _____



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Budget Ordinance Amendment #2021-5**

Board Meeting Date: **February 22, 2021**

Prepared By: **Sonia Johnson, Finance Director**

Overview:

1. **Non-Departmental** - At the January 11th BOC meeting, \$28,041 was approved for Public Works Capital installment amounts to be set aside for future purchase of a Tundra \$12,500, GMC Sierra \$9,375 and \$6,166 for a Ventrac multiple-purpose unit.

Source of Funds: Appropriated Fund Balance

2. **Fire Department** - At the January 11th BOC meeting, \$26,000 was approved for one full time position for the remainder of FY 20/21 and \$60,000 to be set aside for a Ladder Truck purchase in a future year.

Source of Funds: Appropriated Fund Balance

3. **Public Buildings** - The Town is in receipt of an invoice for floor installation at the Fire Department. The funds were encumbered in FY 19/20; however, the funds went back to fund balance because they were not used prior to the end of the fiscal year. Requesting \$15,411 to be appropriated back out of fund balance for its intended purpose.

Source of Funds: Appropriated Fund Balance

Background Attachment(s): Budget Ordinance Amendment #2021-5

Recommended Action: Motion to approve Budget Ordinance Amendment #2021-5

Reviewed By:

Town Manager 2/17/2021
Town Clerk 2/17/2021

Finance Director 2/17/2021
Town Attorney _____

Date Action Approved by Board: _____ **Action if different from Recommended:**

ORDINANCE AMENDING THE ANNUAL BUDGET FOR FY 20/21

BUDGET ORDINANCE AMENDMENT #2021-5

BE IT ORDAINED by the Board of Commissioners of the Town of Swansboro that the following amendment be made to the annual budget ordinance for fiscal year ending June 30, 2021:

Section 1. To amend the General Fund budget, the following changes are to be made:

<u>Appropriations</u>	<u>Increase</u>
Non-Departmental	\$88,041.00
Fire Department	\$26,000.00
Public Buildings	\$15,411.00

<u>Revenues</u>	<u>Increase</u>
Appropriated Fund Balance	\$129,452

Section 2. To Amend the Capital Reserve Fund budget, the following changes are to be made:

Revenues-Transfer from General Fund	\$88,041.00
Expenditures-Set aside-\$28,041 Public Works (Vehicle & Equipment/\$60,000 for a Ladder Truck	\$88,041.00

Section 3. Copies of this budget amendment shall be furnished to the Town Clerk, the Budget Officer, and the Finance Director, to carry out their duties.

Adopted by the Board of Commissioners in regular session, February 22, 2021.

Attest: _____
Paula Webb, Asst Manager/Clerk

John Davis, Mayor

**TOWN OF SWANSBORO
FINANCIAL REPORT
(AS OF JANUARY 31, 2021)**

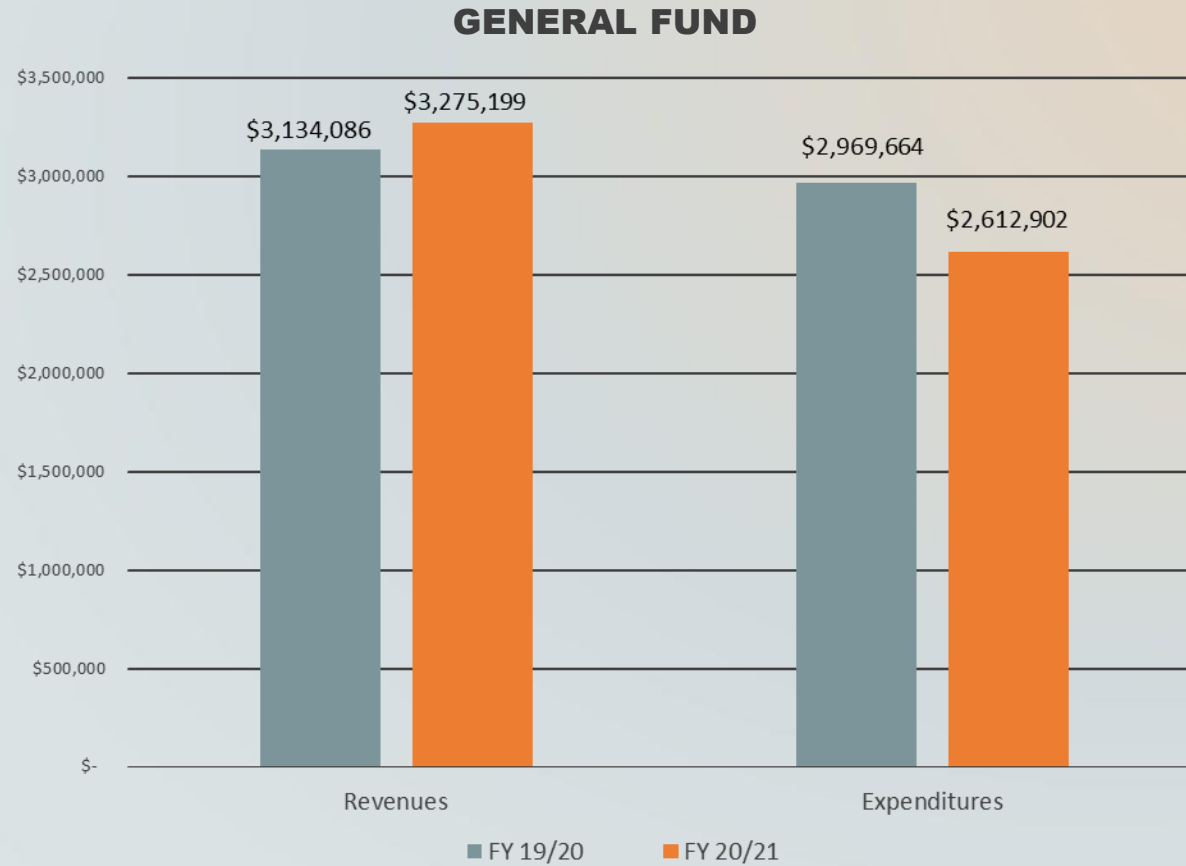
REVENUES

EXPENDITURES

LOAN PAYMENTS

INVESTMENTS

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF JANUARY 31, 2021)**

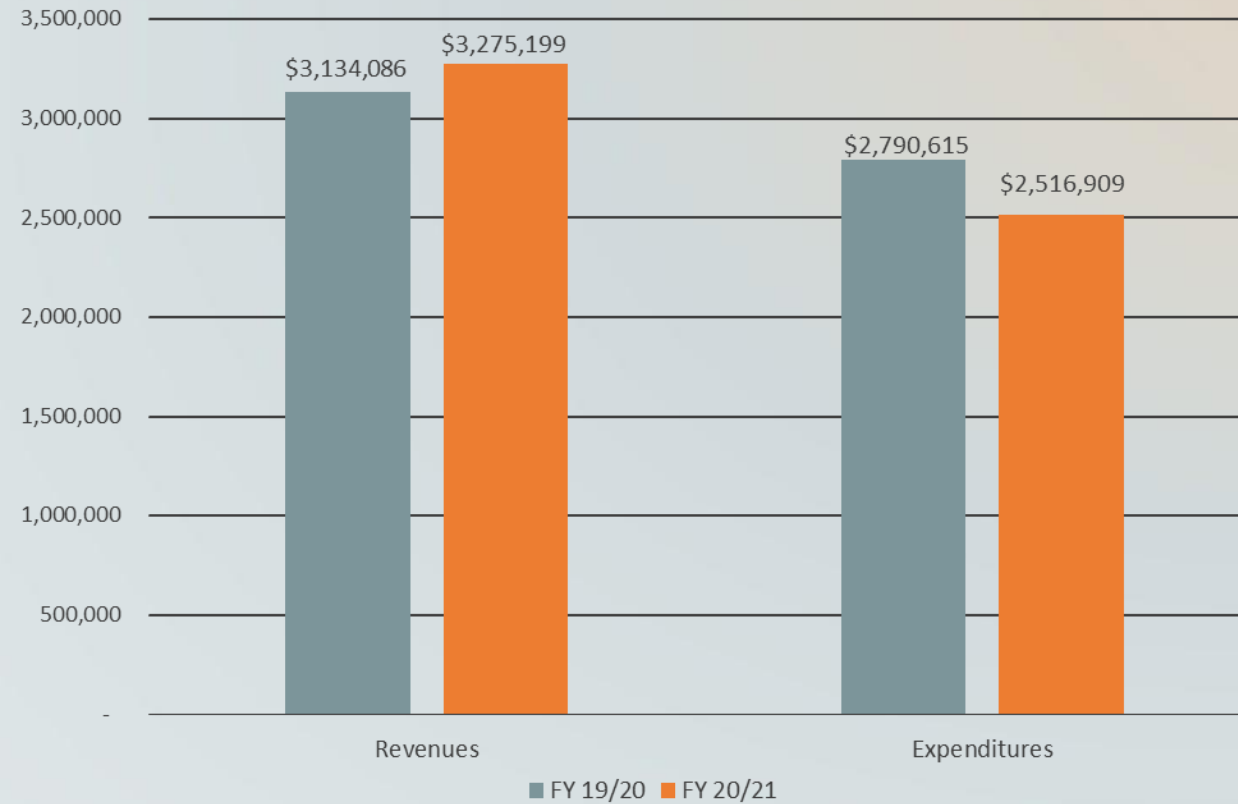


ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures **\$662,297**

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF JANUARY 31, 2021)**

(ACTUAL)

GENERAL FUND



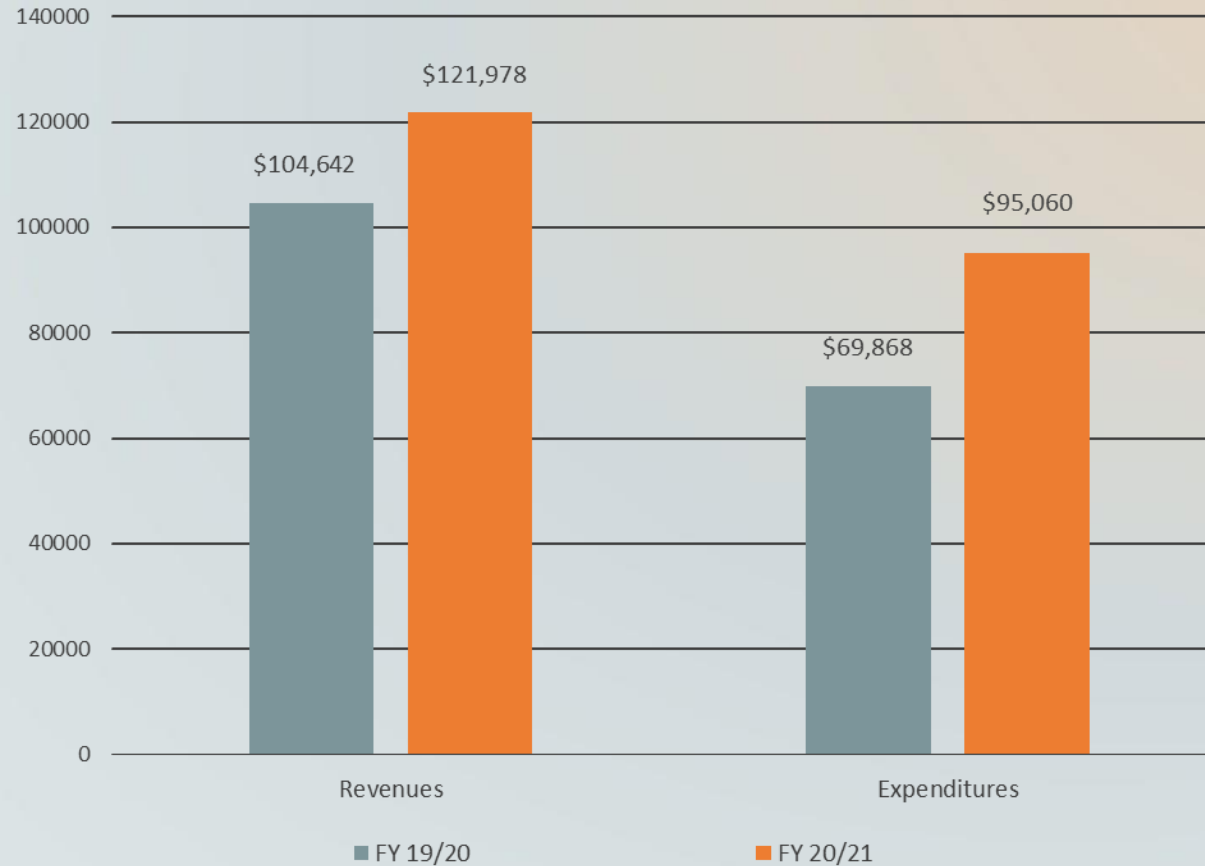
(ENCUMBRANCES NOT INCLUDED)

Total Excess of Revenues Over Expenditures \$758,290

DEPT.	BUDGET	(PAID YEAR TO DATE) ACTUAL	(PURCHASE ORDERS) ENCUMBERED BALANCE	SPENT % January 31, 2021
GOVERNING BODY	14,098	7,666	419	57.4%
ADMIN SERVICES	424,705	231,426	5,526	55.8%
FINANCE	299,761	138,813	-	46.3%
LEGAL	42,000	17,726	-	42.2%
PUBLIC BUILDINGS	338,341	149,327	11,506	47.5%
FIRE	882,243	451,884	50,098	56.9%
PERMITTING	222,887	118,537	-	53.2%
POLICE	1,050,587	547,745	3,074	52.4%
PUBLIC WORKS-STREETS	296,493	213,565	4,011	73.4%
POWELL BILL-STREETS	90,318	10,806	4,156	16.6%
PARKS & RECREATION	290,318	120,727	11,957	45.7%
CHURCH STREET DOCK	8,230	2,264	-	27.5%
EMERGENCY MANAGEMENT	169,212	131,994	4,029	80.4%
FESTIVALS & EVENTS	95,451	2,134	1,199	3.5%
NON DEPARTMENTAL	402,476	372,293	17	92.5%
TOTAL	4,627,120	2,516,909	95,993	56.5%

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF JANUARY 31, 2021)**

STORMWATER ENTERPRISE FUND

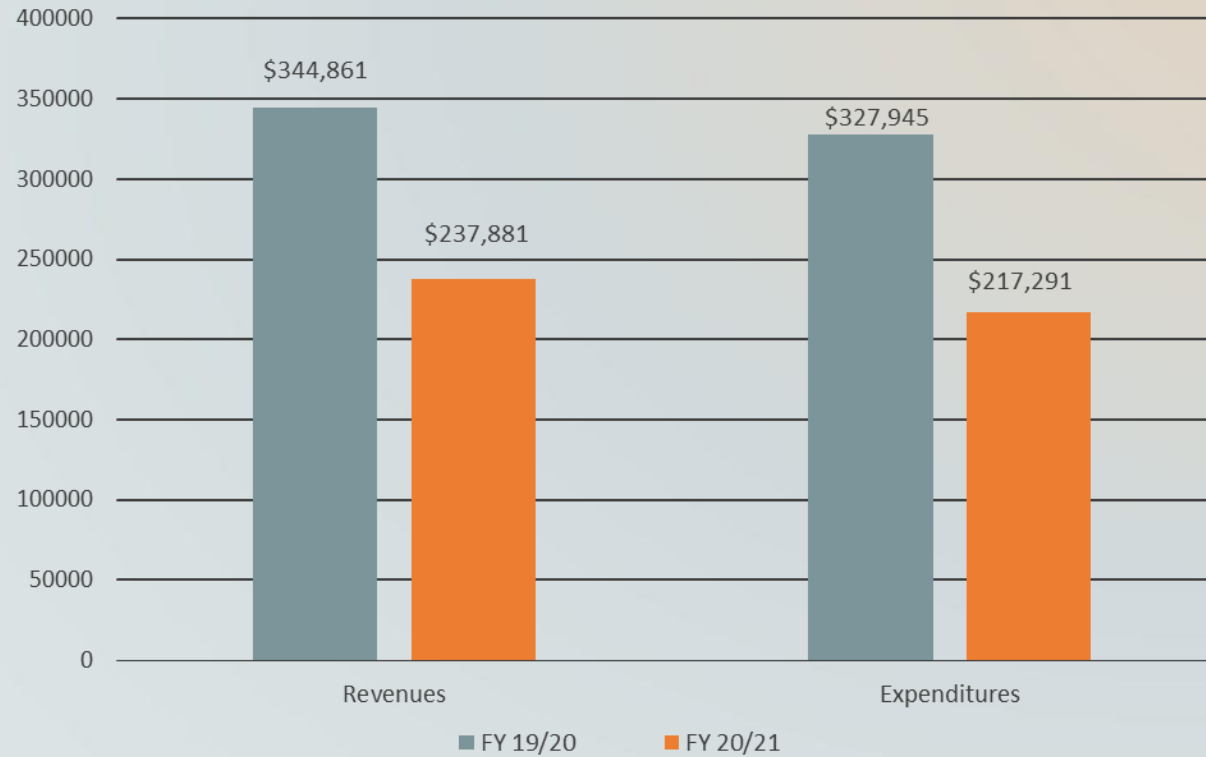


ENCUMBRANCES INCLUDED

Total Excess of Revenues Over Expenditures \$26,918

**TOWN OF SWANSBORO
REVENUES/EXPENDITURES
TWO YEAR COMPARISON
(AS OF JANUARY 31, 2021)**

SOLID WASTE ENTERPRISE FUND



ENCUMBRANCES INCLUDED
Total Excess of Revenues Over Expenditures \$20,590

TOWN OF SWANSBORO LOAN REPORT (AS OF JANUARY 31, 2021)

Item	Principal Balance	Interest Rate	End Date	Annual Debt Service
Town Hall/Tanker	\$602,591	2.69	03/21/2028	\$84,724
Public Safety Facility	\$160,000	2.58	12/22/2024	\$45,160
Fire Truck	\$265,418	2.08	11/01/2026	\$47,512
Equipment/Vehicles	\$50,832	1.87	11/01/2021	\$51,783
Sleeping Quarters	\$150,000	2.43	12/14/2026	\$29,253
Grapple Truck/Town Hall Generator	\$227,700	1.72	6/25/2025	\$47,917
Total Debt	\$1,456,541			\$306,349

**TOWN OF SWANSBORO
CASH & INVESTMENTS REPORT
(AS OF JANUARY 31, 2021)**

CASH & INVESTMENTS

BANK	BALANCE	INTEREST RATE
First Citizens Bank	\$1,068,703	.03%
NC CMT-General	\$3,323,532	.01%

Any Questions

?



Board of Commissioners Meeting Agenda Item Submittal

Item To Be Considered: **Future Agenda Topics**

Board Meeting Date: **February 22, 2021**

Prepared By: **Paula Webb – Assistant Manager/Town Clerk**

The purpose of this memo is to provide the Board with matters that staff anticipates/proposes for upcoming meetings. It should be noted that these items are tentatively scheduled for the specified monthly agenda but are subject to change due to preparation of materials, public notice requirements, etc.

In providing this memo each month, we hope it will also provide opportunity for the Board to introduce items of interest and subsequent direction for placement on future agendas, which will allow staff the opportunity to plan accordingly.

Proposed for March 8, 2021 Agenda

Proposed for March 22, 2021 Agenda

- * Public Hearing – Text Amendments in O/I Zoning District - Pools

Future Agenda Items

- * Public Hearing – Text Amendments/Sign Amortization *deferred by BOC 12/14/20*
- * Public Hearing – Text Amendments/Temporary Signs *deferred by BOC 12/14/20*
- * Public Hearing – Text Amendments/Food Truck Vendors *deferred by BOC 12/14/20*
- * Further LUP Review/Amendments
- * Stormwater Discussion and Annual Report (*Report placed on Town Website September 2020*)
- * Comprehensive Transportation Plan Revisions
- * Gateway Plan Discussion/Town Limits Beautification
- * Text Amendments – Occupancy Tax
- * Text Amendments – R/A Zoning Uses – *referred back to Planning Board*
- * Text Amendments – compliance with 160D – *delayed until July 1, 2021*
- * Text Amendments – Remove Cell Towers as use in B2HDO and other zones if permissible
- * Downtown Traffic Movement Decision – *February 22, 2021*
- * Sub-committee designations for Strategic Plan Implementation (*Eco Dev Committee est. Oct 2020*)

Presentations

- * Mayor Davis checking on SMS, SHS recent accomplishments/state championships

MANAGER'S REPORT

Period: December 16, 2020 – February 15, 2021 **Submitted By:** Chris Seaberg, Town Manager

1. Town Projects/Initiatives Update

Updates on Town Projects/Initiatives. Items will be removed after noting their completion.

- **Continued work with Carolina Wetland Association** – With assistance from Carolina Wetland Association, the Town will be applying for a grant through the NC Resilient Coastal Communities Program to help the Town better address their concerns regarding the remaining wetlands within our corporate limits and the extraterritorial jurisdiction. The Planning Board will start their work on providing supporting functions either through regulatory changes or incentive options starting their March 2, 2021 meeting.
- **Wayfinding Signs** – The signs are in production for this project. We are currently searching for decorative poles that meet NCDOT's "breakaway" standards.
- **Southeastern North Carolina Regional Hazard Mitigation Plan** – The original versions of this plan included the Counties of Brunswick, New Hanover, and Pender along with the municipalities in each County. This updated draft adds Onslow County along with its municipalities. As listed in the draft plan, "Local hazard mitigation planning is the process of organizing community resources, identifying and assessing hazard risks, and determining how to best minimize or manage those risks. This process culminates in a hazard mitigation plan that identifies specific mitigation actions, each designed to achieve both short-term planning objectives and a long-term community vision." This draft plan will be considered at the February 22, 2021 meeting of the Commissioners.
- **August 2020 - NC State Historic Preservation Office Florence and Michael ESHPF Hurricane Disaster Relief Grant – Emmerton School:** The Town submitted an Emergency Supplemental Historic Preservation Fund (ESHPF) Hurricane Disaster Relief application for Emmerton School (AKA Old Town Hall) located at 502 Church Street for remaining Hurricane Florence damage repairs and resiliency measures for future events. The grant request is in the amount of **\$424,000** and is established as a 100% reimbursable grant.

If fully funded, we will use the funds for the following projects:

1. Tuck Pointing of the interior and exterior bricks to help stop the water penetration that occurs. This would also include the application of a sealant to the exterior brick.

Town of Swansboro, NC
Manager's Report (December 16, 2020 – February 15, 2021)

2. Repair the extensive damage of the crumbling brick work above the south front door and other interior walls.
3. Historic Ceiling repair and repainting – Even though there is a new roof on the facility, some moisture did seep in sometime after the temporary fixes were installed.
4. The installation of a Centralized Dehumidification System
5. Window and Door repairs/replacing/storm proofing – there are a total of 81 windows and doors that are included in this request.
6. Electrical wiring repairs
7. Soffit repairs from Hurricane Florence damages
8. Sealing the crawl space
9. Attic Insulation

The application was written in a way that the reviewer(s) could approve all or portions of the improvements requested.

The North Carolina Historical Commission held a Special Meeting on September 23, 2020 at 10 am to consider staff findings and recommendations for this grant. Our application for Emmerton School was among the project recommended for 100% funding (\$424,000). Their recommendation must still be reviewed by the Federal Government before entering into the necessary agreements to commence the work.

- **2020 NC Public Beach and Coastal Waterfront Access Grant Project** – The Town received notification on November 3, 2020 that the Bicentennial Park Boardwalk Extension with Public Day Docks Grant Project has been approved and granted the full amount requested of \$142,350. The Total project cost is \$158,350 with the grant. \$7,000 of the required \$16,000 town match will be non-cash/in-kind.

The project will include the following:

1. A 150 feet by 12 feet wide wooden boardwalk to be located waterward of an existing concrete bulkhead along the shoreline of the southern section of the park and the Mattocks House property. The boardwalk will connect on the western end of the existing Town Dock located in the Moore Street right-of-way.
2. A floating dock measuring 6 feet by 130 feet will be located immediately waterward of the Boardwalk and will connect to the existing Moore Street Dock by means of 4 feet by 30 feet aluminum gangway on the western end.
3. There will be four boat slips to accommodate day visitors in small boats
4. The existing, privately owned, kayak launch will remain. The owner of the launch currently allows public use with prior approval and plans to continue this service after the project is installed.

Attachment D

PROPERTY OWNER: SWANSBORO BRIDGE BASIN, LLC

PROPERTY OWNER: TOWN OF SWANSBORO

PROPERTY OWNER: MOORECAPITAL INVESTMENT, LLC (BORO & ICEHOUSE RESTAURANTS)

EX. TOWN DOCK

EX. PAVILION

PR. 5ft GATE (TO KAYAK LAUNCH)

PR. QUARREL (TYP)

PROPOSED OR. x 100ft BOARDWALK w/ QUARRELS

PROPOSED OR. x 100ft FLOATING DOCK

PROPOSED OR. x 100ft FLOATING DOCK

PRIVATE KAYAK LAUNCH (POGE'S) FUNDING NOT INCLUDED IN GRANT REQUEST

PROPOSED 4ft x 30ft FLOATING FINGER PIER (TYP)

PROPOSED PILE (TYP)

WHITE OAK RIVER

HWY 24 CORBETT AVENUE BRIDGE

NC DOT RIGHT-OF-WAY

LEGEND:
EX. = EXISTING
PR. = PROPOSED
TYP = TYPICAL

1 = PROPOSED DAY DOCK BOAT SLIP #

POST HURRICANE FLORENCE ICEHOUSE RESTAURANT PENDING RECONSTRUCTION AREA

DOCK(S) POST HURRICANE FLORENCE RECONSTRUCTION PENDING

Crystal Coast Engineering, P.A.
Civil and Environmental Consulting Engineers
David K. Newson, PE
John N. Freshwater, PE
205-3 WARD ROAD, SWANSBORO, NC 28584
PHONE: (910) 325-0005 • FAX: (910) 325-0060
BUSINESS LICENSE # C-2563

Town of Swansboro
Centennial Park Boardwalk Extension
with Public Day Docks
NC Public Beach & Coastal Waterfront Access Program
Grant Pre-Application Plan

NOTES:
• Plan bases (easement, property lines, etc.) via Onslow County GIS
• Preliminary and proposed construction per drawings provided for CMAA permit submittals
• Structural design & horizontal and vertical survey by P.L.S. required for final design / construction planning

SCALE: 1" = 20'
DATE: 05/09/2020
PROJECT: 20-017
DRAWN BY: JF
SHEET: 1 of 1

- 3

Town of Swansboro, NC
Manager's Report (December 16, 2020 – February 15, 2021)

Project Location

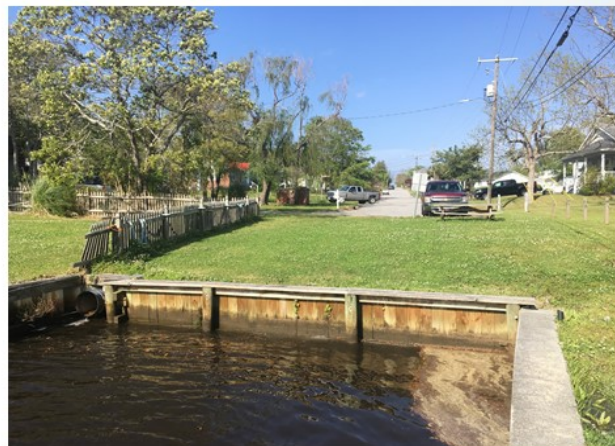


Project Description

Install a series of infiltration chambers within a gravel trench just upstream of the discharge pipe for the nine-acre Ward Creek residential watershed.

Intercept, slow down and infiltrate stormwater runoff discharging from pipe.

Base project design on successful Wrightsville Beach Lula St. project that reduced SW volume over 93% .



Town of Swansboro, NC
Manager's Report (December 16, 2020 – February 15, 2021)

Project Results

Reduce the volume (thereby reduce pollutant load) of discharge from Walnut St. stormwater outfall to Ward Creek Watershed and surrounding waters by 4,800 cf (35,900 gallons) via infiltrating at least the 1.5" storm event.

In addition reduce sediment by 1,250 lbs/year (EPA STEPL tool). Bacteria is bound to sediment. Tool estimates capture almost 2 million gallons of runoff per year.

Community and additional audiences educated about stormwater and strategies for volume reduction.

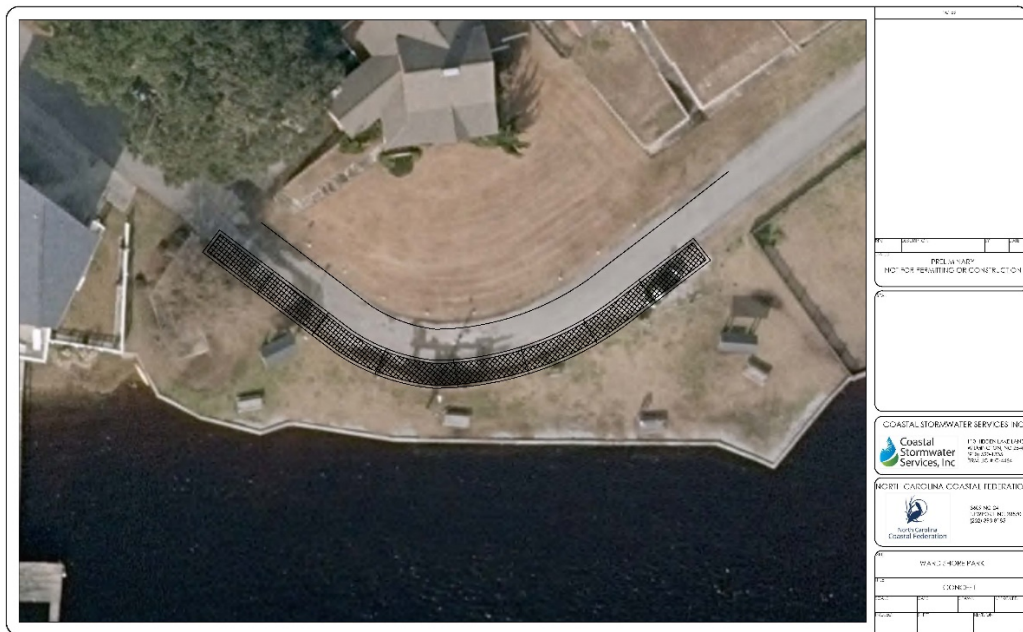


- **Ward Shore Eco-Raster Project** – This is another project funded through the Section 319 NPS Pollution Control Grant administered through the NC Department of Environmental Quality. It was awarded in 2019 with a required project completion by June 30, 2021.

This project will include removing portions of the existing asphalt for Water Street and replacing it with eight (8) pervious Eco-Raster parking spaces similar to what was installed at the Town Hall campus.

The sealed plans received on October 2, 2020 were incomplete, so we were unable to proceed with receiving quotes for this project. Due to the restricted time frame, an extension was petitioned and granted. The new project completion deadline is June 2021. This project is set to be complete by the end of March 2021.

Town of Swansboro, NC
Manager's Report (December 16, 2020 – February 15, 2021)



- **Sidewalk Projects** - At their December 5, 2019 meeting, the NC Board of Transportation approved a funding request from NCDOT Division 3 in the amount of \$366,668.00. This funding is for the following project(s) and is intended to be partnered with \$116,634 of Town reserve funds labeled for sidewalks as listed in amended Resolution 2019-R9 adopted August 13, 2019:
 - o Sidewalk installation along NC-24 (Corbett Ave) from SR 1511 (Hammocks Beach Rd) to SR 1514 (Phillips Loop Rd); Old Hammocks Beach Rd from SR 1513 (Deer Island Rd) to existing sidewalk near Fredericks Ln; SR 1511 (Hammocks Beach Rd) from Moore's BBQ sidewalk to Park Place Dr.

This action is the approval of funds only. A vote to authorize these funds will take place later. Under this arrangement, NCDOT will design and install the sidewalks under their NPDS permit covering any stormwater requirements.

The latest correspondence (12/15/2020 email) from Daniel Cumbo (NCDOT Division 3, District 1 Engineer) expressed that they are anticipating a potential construction start for this project of March 2021. The maintenance agreement on this project has been drafted and approved by the NC Board of Transportation on January 7, 2021. We expect construction to start soon on this project.

- **Traffic Light Synchronization Project** - Town Staff has been working with Nisarg Shah of NCDOT to get a better synchronization of the stoplights on NC Hwy 24/W. Corbett Avenue. He made some adjustments on Wednesday, February 3, 2021 but I image it may take a couple of adjustments to correct the issues.

Town of Swansboro, NC
Manager's Report (December 16, 2020 – February 15, 2021)

- **Swansboro ADA Plan** – Assessments of Town facilities have been completed. We anticipate a Public Hearing early in 2021 in hopes to officially adopt this plan once complete.
- **Enterprise Fleet Management** – Myself and Sonia have been investigating the potential of leasing fleet vehicles for Town operations versus purchasing. Enterprise Fleet Management is a NC League of Municipalities preferred vendor and is currently being used by the Town of Emerald Isle for their needs. Please note that we are early in this investigation and are planning on having information available when we begin Fiscal Year 2021-2022 Budget discussions.

Department Reports for January 2021

Administrative Services

- Phone Records Report for January: 2,126 calls
 Town Hall – 683 Parks and Recreation – 162
 Police Department – 484 Fire Department – 118 Outgoing totals – 679
- Building permits sold for January: 75 residential/commercial combined; \$56,601.08 total fees collected (includes 2 re-inspections)
- 118 building inspections processed/14 Fire Inspections processed
- 62 various receipts processed
- 220 ONWASA payments processed, 0 New Service Setups, 12 Other transactions
- 11 Work Orders generated for Public Works
- 1 Notarization performed
- Admin staff made daily checks (Mon-Fri) of Visitor's Center to assure cleanliness/stocked
- COVID19 Policy developments – finalized the Emergency Paid Sick Leave Policy, distributed to all departments. Numerous hours spent on employee trackability
- Wayfinding Signs ordered
- US Census Report Submitted - Permits
- Submitted NCLM Salary Survey
- Attended Chamber of Commerce Board of Directors meeting
- Attended Military Appreciation Committee meeting
- Attended a 2-day Access Grant Workshop sponsored by NCDENR
- Attended Swansboro TDA meeting
- Participated in EOC Conference Call with Wooten Company
- Participated in Manager's Conference Call
- Participated in Computer Warriors Quarterly Meeting
- Public Records Request – SUMC permits for grant submittals
- Weather Advisories on Coastal Storm 1/25
- Estimated 40+ hours assisting Computer Warriors w/computer changeouts and server updates
- News Release – Sonia Johnson Certified Finance Officer
- News Release – Christmas Décor Removal along NC24
- Began work on FY 21/22 Budgets (Gov Body, Admin, Legal, Permitting)
- Finalized *December* and *January* Departments Report
- Developed monthly and special meeting notices/hearings, agenda items, packets, and minutes/distributed for meetings. A staff representative(s) attended each meeting and prepared meeting minutes/follow-up
- HR-related items estimated at 38.50 hours (includes new hire processing, interviews, timesheets, policy review, employment verifications, benefit submittals, preparation of job descriptions/submittals/postings, etc.)

Department Reports for January 2021

- Town website updates continue (including Homepage articles/minutes/agendas/calendar, special events, projects, plans, etc.). Website Home Page defaults: 10,665. Top 5 pages viewed in *January* – Employment 436, Parks/Rec 289, Police 274, Permits 260, Contact Use 228

Finance

- Sales & Use Tax received in January 2021: \$89,914
- Accounts Payable Summary for January 2021:
 - 146 Invoices – Totaling \$137,973
 - 25 Purchase Orders Issued
- PEV ChargePoint Station – Accumulated (kWh) for January 2021 (15.5)
- Processed payroll – 1/15 & 1/29; updated employee accrual balances – (spreadsheet & Asyst)
- Processed 2020 Form W-2 & 1099-Misc
- Stormwater Fees Collected-January 2021 – \$1,389
- Updated Stormwater spreadsheet
- December 2020 Bank Reconciliation – Town accounts
- December 2020 Bank Reconciliation – Swansboro TDA
- Processed TDA checks
- TDA – prepared the Agenda and quarterly financial report
- Swansboro TDA – Meeting was held on Thursday, January 21, 2021. The next scheduled Zoom meeting will be held on Thursday, April 8, 2021 at 2:30 pm
- Gathered financial information for January 11, 2021 regular meeting
- COVID-19: Gathering receipts to upload to the FEMA Grants Portal
- Hurricane Isaias: Gathered receipts related to the storm
- Updating the statistical section of the CAFR
- The Local Government Commission (LGC) approved the financial report ending June 30, 2020
- Preparing Year End Projections FY 20/21/updating operating budget spreadsheet
- Budget instructions for FY 21/22 distributed to Department Heads
- Updating Capital Improvement Plan
- Submitted the following reports:
 - o HUBSCO Report (Historically Underutilized Businesses State Construction Office) Construction Reporting System
 - o LGC203-North Carolina State Treasurer-Cash Deposits and Investments

Fire Department

Fire Calls

- 23 Total Fire Calls
 - o 11 Calls in Town including - 3 MVC, 3 Alarm Systems, 1 Structure Fire, 3 Outside Fires, 1 Gas Leak

Department Reports for January 2021

- o 2 Calls in White Oak District - 1 Outside Fire, 1 Structure Fire
 - o 6 Mutual Aid - 5 Structure Fires, 1 Outside Fire
 - o 4 EMS – 3 Medical, 1 MVC
 - 138 Training hours - Paid Staff
 - 48 Training hours – Volunteer Training
 - 216 Hours Volunteer Duty Days = 9-24hr Shifts
- Cost Saved 216 hrs. x \$14.00 = \$3,024.00

Paid staff

- Currently all full-time paid staff positions are full we have two part-time positions open

Volunteer staff

- Currently have 14 volunteers, eight of which are interior firefighters the rest are in training

Vehicle repairs

- Yearly pump testing has been completed. All pumps in good working order.
- Vehicle servicing and DOT inspection will occur February 11

Department activities

- Limited activities due to COVID-19. We've had several exposures to virus, precautions are being taken to ensure staff safety

Parks and Recreation

DIRECTOR'S REPORT

COVID-19

- Continue to monitor COVID impacts, staff enforcing safety protocols and policies
- Adjusted number of participants enrolled in programs to only allow 9 participants and 1 staff member
- Continue to communicate with staff throughout the month with updates, safety precautions, and staff schedules
- The Recreation Center, all park facilities, indoor and outdoor reservations remain open and the Recreation Center operating on reduced hours.
- Attend Director's call with NCRPA weekly to receive updates and gain information from other departments about closing, programs, and special events due to COVID-19

Miscellaneous

- Continue to manage and monitor budget and funds
- Attend Board of Commissioner meetings via Zoom
- Conduct Parks Advisory Board meetings via Zoom
- Met with Brady Services regarding security cameras for the Recreation Center and Municipal Park

Department Reports for January 2021

- Begin preparing information for 2021 Festival year-letters to sponsor and vendors. Begin to develop a tentative plan for the year. Researching other options to host festivals and events virtually and has a hybrid events. Preparing letter to distribute to past and future sponsors and vendors
- Gathered information to present to the Park Advisory Board on group and organization field rentals and policies
- Continue to work with Finance Director on reimbursements for the repairs on Church Street Dock from Hurricane Isaias
- Signage: Order new signs for Church Street dock with rules and regulations. Ordered safety/warning for Ward Shore
- Began preparing new documents for 2021-22 budget. Met with parks maintenance to review budget needs for end of year and 2021-22
- Began drafting an RFP for Comprehensive Masterplan Update
- Attended Swansboro TDA meeting via Zoom
- Working with vendors on playground repairs
- Conducted interviews for Event Attendants
- Webinar/Workshops/Conferences
 - o 2-day workshop: Access Grant Virtual Workshop for coastal local governments.
 - o Conferences: Attended the Senior Games Local Coordinator

Metrics

- Facebook management continues – 12,313 followers
 - o Post Reach 11,902, up 49%
 - o Page Likes, 46, up 2%
 - o Post Engagement, 1,550 up 44%

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Department Reports for January 2021

- Activity Report for January

Organization Activity						
From 1/2/2021 to 2/1/2021						
	Registrations	Reservations	Memberships	Check-Ins	Profiles Created	POS Transactions
All	85	13	4	0	45	0
Resident	13	0	1	0	3	
Non-Resident	72	13	3	0	42	
No Residency Set	0	0	0	0	0	
Demographics						
< 18	6	0	0	0	6	
18 - 65	62	11	2	0	35	
65+	17	2	2	0	4	
Male	22	6	1	0	19	
Female	63	7	3	0	26	
Other Genders	0	0	0	0	0	
Online vs In-House						
Online	35	0	0	N/A	24	
In-Person	50	13	4	N/A	21	

December Revenue

- Slip Fee - Town Dock \$779.00
- Rental Fees-Parks \$75
- Rec Program Fees \$1037.00
- Gym Memberships \$525.00

RECREATION PROGRAM SUPERVISOR REPORT

Routine monthly job responsibilities:

- Payments/Refunds for programs and special events
- Emailed monthly distribution list the upcoming programs/events for the department
- Dock slip reservations/Pump Outs
- Compiled Daily deposits
- Advertised/promoted all programs/special events on social media platforms: Facebook, Instagram, JD News
- Created program proposals for new programs to be approved by Director
- Created all programs in RecDesk for registration
- Submitted weekly Community Service Work Program timesheets
- Departmental work orders

Planned programs and other monthly work:

Pickleball Open Play Season

- Consulted with volunteer coordinators about box at courts to keep equipment in
- Emailed all participants about COVID requirements for league participants

Department Reports for January 2021

- Contacted Rick Laskey about instructional clinics after open play sessions
- Ordered caution tape for box at tennis courts

Cook with Your Kid: Pie Making Class

- Scheduled 2 dates for class, February 3 & 6
- Ordered Supplies for classes
- Discussed with instructor details of class – distribution of ingredients, confirmation of all required ingredients and utensils
- Contacted registered participants to confirm total number of participants attending

Survey Monkey

- Created new survey template with additional questions
- Emailed all participants from January programs survey links for feedback on programs

Blood Connection

- Virtual meeting with Tracie Hackney
- Discussed blood drive with the Blood Connection organization

Football Playoff Pick Challenge

- Created google forms for each week
- Created flyer for program
- Tallied results from each week

Camping 101

- Contacted professors from Appalachian State University requesting student to assist with program
- Virtual meeting with Christine (student) to discuss planning and details of the program
- Contacted Hammocks beach about partnering on the programming
- Started Google document with Christine to effectively plan/input ideas for the program

Under the Sea Paint & Sip

- Discussed dates and supply inventory with instructor
- Planned program details, fees, registration numbers,

Kids Virtual Night In

- Discussed with recreation assistant on details of program and program schedule
- Set dates and program details for 2 virtual night classes
- Created flyer for program

Mission Control 101 E-sports Webinar

- Attended virtual e-sports webinar with Mission Control organization
- Researched departmental pricing to offer services

Department Reports for January 2021

Easter Drive Thru/Scavenger Hunt Event

- Contacted Gigi Robles from Southern Coast Realty about sponsoring the event
- Discussed details of events and quantity of supplies needed

NRPA Leadership Webinar

- Joined the Leadership Development Network group with NRPA. This group will meet monthly via Zoom to discuss industry trends and future program planning.
- Attended virtual webinar about programming and future planning

Eco Explore

- Contacted Eco Explore about our department partnering with their organization
- Submitted application for Municipal Park to be listed as a Hot Spot and an area for kids to visit
- Application accepted; final application due by February 4

January Parks Board Meeting

- Prepared for meeting and created document with all upcoming programs
- Attended virtual meeting on zoom

Pogie's

- Meeting with Ethan about summer programs to partner on
- Reviewed Pogie's event calendar and looked at program dates
- Discussed registration and pricing for partnered programs

Reiki & Qi Gong Classes

- Contacted Brenda Wilcox about returning to offer classes again at the Recreation Center
- Discussed program details and re-start date for classes
- Reviewed previous program details and costs

Permitting

Planning Board

- January 5, 2020 Regular Meeting
 - o Cancelled

Historic Preservation Commission

- January 19, 2020 Regular Meeting
 - o Approved a Certificate of Appropriateness for the construction of a temporary 15'x 30' addition to the rear of the Boro Restaurant in the footprint of the former Icehouse Restaurant. The addition will be removed within 180 days, June 30, 2021, as allowed by the Flood Damage Prevention Ordinance for Temporary Non-Residential Structures in the floodplain

Department Reports for January 2021

Projects/Misc.

- Met on site with John Pierce to discuss landscaping options due to topographical issues at the Hammocks at the Port Phase II
- Attended a virtual meeting on the NC Hwy 24 Living Shoreline project
- Followed up with Tim Anderson on the outstanding Flood Ordinance violations at Saltwater Restaurant and options for compliance
- Attended the final public meeting for the SENC Regional Hazard Mitigation Plan. We have received the final draft of the plan and it will be on the February 22nd regular meeting agenda for adoption.

Police Department

Patrol:

- 132 Reportable Events
 - 17 Motor Vehicle Crashes
 - 37 Citations; 47 Verbal/Written Warnings
 - 7 Felony Arrests
 - 13 Misdemeanor Arrests
 - 3 Arrests by Warrant Service
 - 2 Drug Arrests
 - 2 DWI Arrests
 - 14 Arrests with Transport to the Onslow County Jail
 - 6 Felony Crimes Reported (3-Larceny; 2-Conspiracy; 1-Fraud)
 - 42 Misdemeanor Crimes Reported (14-Property Damage; 8-Larceny; 4-Break & Entering; 4-Trespassing; 5-Traffic Related; 7-Other)
 - 6 Disputes/Public Disturbances
 - 19 Alarm/Open Door Reports
 - 1 Overdose (non-fatality)
 - 1 Death Investigation
 - 25 Requests by Other Agencies for Assistance
 - 74 Requests by Citizens for non-Crime related Assistance
- 3,830**

Community Service/Training:

- 7 Vehicle Unlocks
- 2 Funeral Escorts
- 68 Foot Patrols
- 54 Business Closing Standby's
- 8 Requests by Residents for Residence Check

Department Reports for January 2021

Admin Services:

- Answered 294 phone calls during business hours
- Assisted 71 walk in requests for assistance during business hours
- Took 23 requests for reports during business hours

Public Works

No report provided

A New Year, A Fresh Start

A New Chapter Waiting to be Written!

2021